

Substitute Teaching

THE FOLLOWING GUIDELINES ARE FOR ALL SUBSTITUTE TEACHERS WORKING WITHIN THE SUMNER COUNTY SCHOOL SYSTEM.

ARRIVAL

- Keep the school's phone number handy when driving to a new assignment.
- Check in with the office staff and sign your Substitute Sign-In Sheet 15 minutes prior to the beginning of your workday. Workday is specified as school hours. You must report to the school at begin time and are expected to stay on campus until the end of the school day.
- Always wear a visible substitute identification badge. You will receive when you **sign in** at the front office. You will also receive a substitute folder with school specific information from the front office. Remember to return badge and folder at the end of the school day when you **sign out**.
- If an "emergency situation" (lockdown, fire drill, tornado drill) arises follow the proper emergency protocol provided in your substitute manual provided by the front office. (Familiarize yourself with these situations)
- Find out location of lesson plans for the classroom. Please follow the teachers lesson plans for that day. If additional lesson plans are needed please see the front office staff for additional classroom work.
- Familiarize yourself with the grade level teacher leader for your classroom. He/she will be an amazing resource.
- There are faculty bathrooms located in the main office and in other areas of the building. Do not use the same restrooms as the students

CLASSROOM MANAGEMENT

- Take roll at the beginning of class every and send student to take it to the attendance box in your area. High school students are counted tardy if they enter the room after the bell has rung. Also, please take roll again after lunch by using the teachers grade book as some students will try to leave during lunch.
- Do not let students leave the room unless they have an early dismissal note, need to use the restroom or are called to the office over the intercom.
- If you need anything at all, don't hesitate to ring the office by using the white call button located in your classroom. If you have a disciplinary problem that you cannot handle, you may ring for an assistant principal to come to the room immediately.

- No hugging or touching of students
- Have discretion in what you share with students.
- Maintain confidentiality regarding students and school business. This is not to be shared personally or on social media.
- Everything you need for your job will be provided. You must use SCS computers and technology equipment provided. Do not bring in personal equipment to the classroom.
- Do not discuss political or religious beliefs

- **SUSTITUTE EXPECTATIONS**

- Dress code is dressy casual. No baggy pants, T-shirts with logos, visible body piercing, or tattoos allowed.
- Sub teachers are not to have their cell phones out during class time.
- Report to the office during planning period to see if you are needed other places in the building.
- Please treat the students with respect, just as you would expect them to treat you. Treat students the way you would want your child to be treated.
- Do not make any degrading remarks to students. Do not call them names.
- Always remain calm.
- Do not yell angrily, use inappropriate language, or become confrontational with students.
- Be respectful when speaking with faculty and students

DISMISSAL

- Be sure to leave a note for the teacher to let him/her know how the day went and include any absences or disciplinary problems.
- Fill out a "Student Disciplinary Report for Use by Substitute Teachers" form for any incident/s and leave it for the teacher.
- Turn in badge and substitute folder to the front office staff at the end of the school day.
- Please make sure to provide feedback in the Frontline system regarding your day.